

MANAGER SELF-INSPECTION CHECKLIST

Date:_____ Observer: _____

Use this checklist frequently to determine areas in your operation requiring corrective action.
Record corrective action taken and keep completed records for future reference.

EMPLOYEE HEALTH & HYGIENE

	YES	NO	corrective action
fingernails short and unpolished (or gloves worn if nails polished)	<input type="radio"/>	<input type="radio"/>	
jewelry limited to simple earrings and plain ring	<input type="radio"/>	<input type="radio"/>	
smoking, eating, drinking, and chewing gum done only in designated areas away from preparation, service, storage and ware wash areas	<input type="radio"/>	<input type="radio"/>	
wounds on hands or wrists are covered completely	<input type="radio"/>	<input type="radio"/>	
employees experiencing persistent sneezing, coughing, or runny nose may not work with exposed food or food equipment	<input type="radio"/>	<input type="radio"/>	
employees are excluded from work who: are diagnosed with an infectious agent (<i>Salmonella Typhi</i> , <i>Shigella</i> spp, shiga toxin- producing <i>E. coli</i> spp, Hepatitis A), or any other pathogen that can be transmitted through food	<input type="radio"/>	<input type="radio"/>	
employees are restricted from working with food or food equipment who: suffer from one or more of the following symptoms - diarrhea, fever, vomiting, jaundice, sore throat with fever	<input type="radio"/>	<input type="radio"/>	
employees are washing hands correctly (washing for at least 20 seconds, drying with single service toweling) and when necessary (before work; upon reentering work area; after eating, drinking, smoking, touching face; after using restroom; when switching work activities)	<input type="radio"/>	<input type="radio"/>	
all hand wash sinks are provided with hot and cold running water, soap, and single service hand towels; hand sinks are not covered or obstructed in any way	<input type="radio"/>	<input type="radio"/>	
food employees are aware of their reporting responsibilities regarding infectious diseases transmissible through foods	<input type="radio"/>	<input type="radio"/>	

FOOD HANDLING

	YES	NO	corrective action
foods hot held are at 135°F or above	<input type="radio"/>	<input type="radio"/>	
foods cold held are at 41 °F or below or frozen solid	<input type="radio"/>	<input type="radio"/>	
foods cooked to proper temperatures	<input type="radio"/>	<input type="radio"/>	
ready-to-eat, potentially hazardous foods which are stored for more than 24 hours after being processed or opened (if processed commercially) are date marked with a 7 day expiration date	<input type="radio"/>	<input type="radio"/>	
foods are reheated to 165°F for 15 seconds	<input type="radio"/>	<input type="radio"/>	
raw animal foods separated from ready-to-eat foods during preparation	<input type="radio"/>	<input type="radio"/>	
raw fruits and vegetables thoroughly washed before use	<input type="radio"/>	<input type="radio"/>	
foods are thawed in cooler, under cold running water, or as part of the cooking process	<input type="radio"/>	<input type="radio"/>	
foods are cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within an additional 4 hours	<input type="radio"/>	<input type="radio"/>	
thermometers in coolers are accurate and conspicuous	<input type="radio"/>	<input type="radio"/>	
ready-to-eat foods are not touched with bare hands (gloves or utensils are used)	<input type="radio"/>	<input type="radio"/>	

FOOD SOURCE

	YES	NO	corrective action
meat is from an approved, inspected source	<input type="radio"/>	<input type="radio"/>	
fish and shellfish from an approved source, shellfish properly labeled	<input type="radio"/>	<input type="radio"/>	
no food prepared in a home or an unlicensed kitchen	<input type="radio"/>	<input type="radio"/>	
food containers are labeled	<input type="radio"/>	<input type="radio"/>	
only grade A milk and eggs are used	<input type="radio"/>	<input type="radio"/>	

STORAGE

	YES	NO	corrective action
raw meats and unwashed produce are stored below/away from ready-to-eat, cooked or smoked foods	<input type="radio"/>	<input type="radio"/>	
all food and single service items are stored at least 6" above the floor	<input type="radio"/>	<input type="radio"/>	
food not stored under waste or water lines	<input type="radio"/>	<input type="radio"/>	
canned goods are free of dents, bulges, and leaks	<input type="radio"/>	<input type="radio"/>	
first in, first out method of inventory rotation is used	<input type="radio"/>	<input type="radio"/>	
food protected from contamination (covered, rodent-proof containers)	<input type="radio"/>	<input type="radio"/>	
chemicals stored away from or below all food and food related supplies	<input type="radio"/>	<input type="radio"/>	
lights in food prep and food storage areas are shielded	<input type="radio"/>	<input type="radio"/>	

WARE WASHING

	YES	NO	corrective action
all utensils and equipment are allowed to air dry	<input type="radio"/>	<input type="radio"/>	
manual:			
3 or 4 compartment sink is used	<input type="radio"/>	<input type="radio"/>	
sinks are set up properly (prewash, wash, rinse, sanitize)	<input type="radio"/>	<input type="radio"/>	
adequate supply of soap and an approved sanitizer	<input type="radio"/>	<input type="radio"/>	
appropriate test kit used to check sanitizer concentration	<input type="radio"/>	<input type="radio"/>	
water in sinks is clean, free of grease and food	<input type="radio"/>	<input type="radio"/>	
mechanical:			
dishwasher clean and delimed	<input type="radio"/>	<input type="radio"/>	
water temperature and pressure gauges working	<input type="radio"/>	<input type="radio"/>	
wash and rinse cycle times and temperatures correct	<input type="radio"/>	<input type="radio"/>	
adequate soap and (if used) chemical sanitizer supplies	<input type="radio"/>	<input type="radio"/>	

UTENSILS AND EQUIPMENT

	YES	NO	corrective action
food contact surfaces and nonfood contact surfaces are clean	<input type="radio"/>	<input type="radio"/>	
food prep surfaces are washed and sanitized between uses	<input type="radio"/>	<input type="radio"/>	
thermometers are accurate; washed and sanitized between uses	<input type="radio"/>	<input type="radio"/>	
unused equipment kept clean in storage or removed	<input type="radio"/>	<input type="radio"/>	
nonworking equipment repaired or removed	<input type="radio"/>	<input type="radio"/>	
food utensils and prep surfaces in good repair	<input type="radio"/>	<input type="radio"/>	
wiping cloths stored in sanitizing solution between uses	<input type="radio"/>	<input type="radio"/>	
exhaust hood and filters are clean	<input type="radio"/>	<input type="radio"/>	

PEST CONTROL

	YES	NO	corrective action
no evidence of pests is present	<input type="radio"/>	<input type="radio"/>	
all openings from the outside are screened or otherwise protected	<input type="radio"/>	<input type="radio"/>	

GARBAGE/RECYCLING STORAGE & DISPOSAL

	YES	NO	corrective action
dumpsters are closed	<input type="radio"/>	<input type="radio"/>	
dumpster area is clean	<input type="radio"/>	<input type="radio"/>	
dumpsters and recycling containers are emptied as necessary	<input type="radio"/>	<input type="radio"/>	
grease containers are covered and surrounding area clean	<input type="radio"/>	<input type="radio"/>	
garbage containers are clean and emptied as necessary	<input type="radio"/>	<input type="radio"/>	

This checklist is designed to be one part of your comprehensive food safety system. Active managerial control (AMC) is another important part of the system. AMC is the implementation and supervision of food safety practices to control risk factors by the person-in-charge. In the criteria for AMC the duties of a food establishment manager include: identify hazards in the day-to-day operation, develop and implement policies and procedures to prevent foodborne illness, train employees, direct food preparation activities and take corrective action as needed and conduct in-house self-inspections of daily operations on a periodic basis.